

Florida Greenways and Trails Council
Bylaws Addendum: Parliamentary Procedure - Simplified

Kind of Motion	Purpose of the Motion	Effect of the Motion
Move	To initiate a motion	Initiates movement on an action
Second	Moves motion to action	Requires the group to take a specific action
Discussion	Discussion on a motion	Gives chance for additional discussion on an item
Say "Aye/Nay"	Call for the vote	Ends discussion and asks for group consensus
Amend	Proposes modifications to the motion at hand	If adopted, changes the original motion
Refer to a Subcommittee	Enables more careful consideration before a vote	Chair refers the issue to a subcommittee for further exploration; delays immediate action
Table	Clear the floor for more urgent business	Temporarily set aside while other business is considered
Postpone	Prevents a vote on the question	Suppresses the question indefinitely
Postpone to a Time Certain	Gives more time for informational discussion and securing supporters; can be postponed to a specific time	Delays immediate action; Chair must monitor these motions for consideration until stated time or conclusion of the meeting
Limit/Extend Debate	To limit debate or extend time	Shortens/Lengthens discussion for debate; requires a 2/3 vote for approval
Point of Order	Calls attention to a violation of the rules; motion must be made as violation occurs	Chair makes a ruling on the point of order (sustained or overruled), and can be appealed by a majority vote
Call the Question/ Previous Question	Secures an immediate vote on pending a motion	If the motion passes, the Chair must immediately call a vote on the main motion
Appeal Decision to the Chair	The Chair determines the group's attitude on an issue	Secures ruling by the Chair rather than by the group, requires majority vote and a second